

December 15, 1947

MEMORANDUM TO CHIEF, PERSONNEL BRANCH

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SUBJECT: Adjustment of [REDACTED] Table of Organization

1. After personal inspection of the operations of the [REDACTED] the Chief, [REDACTED] has determined that the volume of monitoring coverage maintained at this [REDACTED] has so increased since positions of the current table of organization were requested in October, 1946, that the following adjustments are required:

a. Addition of one Engineer, P-3, to make a total of four in this grade. The [REDACTED] operates twenty-four hours per day, seven days per week, and present volume and distribution of coverage require that technical personnel on each of the twenty-one shifts per week be under the supervision of a professional engineer. A total of four engineers, P-3, is adequate, with engineer, P-4, covering the odd shift and leaves of absence.

b. Addition of two editors, CAF-3, to make a total of three in this grade. Present distribution of editorial work-load requires an assistant to the editor-in-charge on each of the two night shifts. Three editors at CAF-3 will cover adequately the fourteen shifts per week, with slight rubber for leaves of absence.

c. Change of grade of one teletypist, CAF-3, to CAF-4. It may be desirable at a future date to fill one of the CAF-4 positions at a lower grade to provide training in the responsibilities of the CAF-4 grade; but the competence of the present incumbent of the CAF-3 position and the operational work-load are such that she performs in rotation the same duties as the operators at grade four; and it is an injustice to be unable to promote her.

2. It is therefore requested that these three adjustments of the [REDACTED] T/O be effected.

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Acting Chief, [REDACTED]

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cc: Administrative Office